



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## ORDINANCE O-26-02

### AMENDING SCHEDULE A OF THE BOROUGH OF HIGHLANDS SALARY ORDINANCE

**WHEREAS** the Governing Body has determined that it is necessary to amend Ordinance O-25-02 which established Salaries and fixed Compensation of certain Borough Employees for the year 2025 and beyond unless amended;

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Borough Council of the Borough of Highlands, the County of Monmouth, in the State of New Jersey, as follows:

#### SECTION I.

Schedule A of O-25-02 Establishing Salaries and Fixing Compensation of certain Borough Employees of the Borough of Highlands is hereby amended to provide as follows: (All additions are shown in **bold italics with underlines**. The deletions are shown as ~~strikeovers in bold italics~~.)

#### SCHEDULE A

##### 1. POSITIONS OUTSIDE COLLECTIVE BARGAINING UNITS

DEPARTMENT OF ADMINISTRATION		Minimum	Maximum
Deputy Clerk		\$10,000	\$40,000
Registrar		\$4,000	\$8,000
Deputy Registrar		\$500	\$2,000
Alternate Deputy Registrar		\$250	\$1,000
Land Use Board Secretary		\$6,000	\$16,000
Deputy Land Use Board Secretary		\$3,000	\$8,000
Municipal Clerk		\$50,000	\$100,000
Municipal Administrator		\$100,000	\$175,000
Municipal Alliance	Hourly	<b><u>\$15.49</u></b> <b><u>\$15.92</u></b>	\$30.00
Office of Emergency Management		\$5,000	\$15,000
Coordinator			
<b><u>Secretary to Administrator</u></b>		<b><u>\$2,000</u></b>	<b><u>\$6,000</u></b>
Secretary to Chief of Police		\$25,000	\$90,000
Deputy Office of Emergency		\$1,500	\$2,500
Management Coordinator			
Confidential Administrative Assistant to			
the Mayor and Administrator		\$10,000	\$60,000

##### BUILDING AND HOUSING

Clerical Office Help	Hourly	<b><u>\$15.49</u></b> <b><u>\$15.92</u></b>	\$26.00
Fire Official/Housing Inspector		\$30,000	\$50,000
Electrical Sub-Code		\$10,000	\$20,000
<b><u>Building Sub-Code</u></b>		<b><u>\$10,000</u></b>	<b><u>\$20,000</u></b>
<b><u>Construction Official</u></b>		<b><u>\$30,000</u></b>	<b><u>\$80,000</u></b>

##### DEPARTMENT OF FINANCE

Assessment Searcher		\$3,000	\$4,000
Cashier/ <b><u>Typist</u></b>	<b><u>Hourly</u></b>	<b><u>\$15.49</u></b> <b><u>\$40,000</u></b>	<b><u>\$26.00</u></b> <b><u>\$50,000</u></b>
Chief Financial Officer		\$30,000	\$80,000
FEMA/NJOEM Coordinator	Hourly	\$25.00	\$35.00
Payroll Clerk		\$5,000	\$45,000
Qualified Purchasing Agent		\$7,000	\$75,000
Deputy Tax Assessor	Part Time	\$3,000	\$6,000

**MUNICIPAL COURT**

Judge of Municipal Court		\$13,500	\$20,000
Court Administrator		\$70,000	\$110,000
Deputy Court Administrator		\$20/hour	\$25/hour
Municipal Prosecutor		\$10,000	\$20,000
Public Defender		<b>\$10,000</b>	<b>\$8,000</b>
Special Sessions (Per Session)			
Court Administrator		\$250	\$400
Deputy Court Administrator		\$150	\$400
Judge of Municipal Court		\$500	\$600
Municipal Prosecutor		\$350	\$400
Public Defender		\$350	\$400
<b><i>Deputy Court Clerk Part Time Hourly</i></b>		<b><u>\$15.92</u></b>	<b><u>\$25.00</u></b>

**POLICE**

Chief		\$125,000	\$200,000
Crossing Guard	Hourly	<b><u>\$15.49</u></b>	<b><u>\$15.92</u></b>
<b><i>Dispatcher</i></b>		<b><u>\$15.49</u></b>	<b><u>\$25.00</u></b>
<b><i>Communications Operator</i></b>	Hourly		
Special Officer:			
Class I	Hourly	<b><u>\$15.49</u></b>	<b><u>\$15.92</u></b>
Class II	Hourly	<b><u>\$15.49</u></b>	<b><u>\$15.92</u></b>

**DEPARTMENT OF PUBLIC WORKS**

<b><i>Superintendent of Public Works</i></b>		<b><u>\$100,000</u></b>	<b><u>\$150,000</u></b>
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**RECREATION**

Clerical Office Help	Hourly	<b><u>\$15.49</u></b>	<b><u>\$15.92</u></b>
<b><i>Recreation Coordinator</i></b>		<b><u>\$40,000</u></b>	<b><u>\$70,000</u></b>
<b><i>Recreation Leader</i></b>	Hourly	<b><u>\$15.49</u></b>	<b><u>\$20.00</u></b>
Summer Seasonal:			
Laborer	Hourly	<b><u>\$10.00</u></b>	<b><u>\$15.23</u></b>
Programmer	Hourly	<b><u>\$13.00</u></b>	<b><u>\$15.23</u></b>
Supervisor	Hourly		\$17.00
Preparer	Hourly	<b><u>\$15.49</u></b>	<b><u>\$15.23</u></b>

**2. UNITED FOOD AND COMMERCIAL WORKERS UNION, LOCAL 152****BUILDING & HOUSING**

Code Enforcement Officer		\$50,000	\$90,000
<b><i>Construction Official</i></b>		<b><u>\$30,000</u></b>	<b><u>\$80,000</u></b>
<b><i>Technical Assistant (TACO)</i></b>		<b><u>\$50,000</u></b>	<b><u>\$80,000</u></b>
Fire Inspector	Hourly	<b><u>\$15.49</u></b>	\$22.00
Property Maintenance Part Time Salary		\$5,000	\$26,000
Property Maintenance Part Time Hourly		<b><u>\$15.00</u></b>	\$22.00
Zoning Officer		\$10,000	\$20,000
<b><i>Building Sub-Code</i></b>		<b><u>\$10,000</u></b>	<b><u>\$20,000</u></b>

**DEPARTMENT OF PUBLIC WORKS**

<b><i>Superintendent of Public Works</i></b>		<b><u>\$100,000</u></b>	<b><u>\$150,000</u></b>
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**DEPARTMENT OF FINANCE**

<b><i>Senior Account Clerk</i></b>		<b><u>\$25,000</u></b>	<b><u>\$85,000</u></b>
Tax Assessor	Part Time	\$20,000	\$55,000
Tax Collector	Part Time	\$20,000	\$55,000

**DEPARTMENT OF RECREATION**

Recreation Supervisor		\$34,500	\$55,000
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<u>Recreation Leader</u>	<u>\$15.49</u>	<u>\$40,000</u>	<u>\$20.00</u>	<u>\$70,000</u>
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### **3. COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 1032**

#### **BUILDING & HOUSING**

Fire Sub Code Official	Part Time	\$10,000	\$20,000
Plumbing Sub Code Official	Part Time	\$10,000	\$20,000
Secretary, Licensing Clerk	Full Time	\$20,000	\$50,000
Secretary, Licensing Clerk	Part Time Hourly	<u>\$15.49</u>	\$22.00
<b><u>Technical Assistant (TACO)</u></b>		<b><u>\$50,000</u></b>	<b><u>\$80,000</u></b>

#### **DEPARTMENT OF FINANCE**

Cashier <del>/Sewer Clerk</del>		\$40,000	\$50,000
<del>HR Coordinator</del>		<del>\$40,000</del>	<del>\$95,000</del>
<del>Senior Accounting Clerk</del>		<del>\$25,000</del>	<del>\$85,000</del>
Tax Clerk		\$40,000	\$65,000
Tax Clerk	Part Time Hourly	<u>\$15.49</u>	\$20.00
Account Clerk		\$40,000	\$70,000

#### **POLICE**

Records Clerk		\$40,000	\$55,000
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#### **DEPARTMENT OF PUBLIC WORKS**

Equipment Operator		\$40,000	\$70,000
Heavy Equipment Operator		\$45,000	\$80,000
Laborer		\$40,000	<del>\$55,000</del>
Laborer 2		\$40,000	\$70,000
Laborer 3		\$40,000	\$75,000
Laborer/Motor Broom Driver		\$40,000	\$60,000
Recycling Yard Attendant Part Time Hourly		<u>\$15.49</u>	\$20.00
Road Repairer		\$30,000	\$55,000
Public Works Repairer		\$45,000	\$75,000
Sewer Operator		\$3,500	\$55,000
Truck Driver		\$40,000	\$70,000
Driver		\$40,000	\$55,000

#### **DEPARTMENT OF RECREATION**

Recreation Aide	Hourly	<u>\$15.49</u>	<u>\$15.92</u>	\$25.00
Recreation Assistant	Hourly	<u>\$15.49</u>	<u>\$15.92</u>	\$30.00
<b><u>Recreation Coordinator</u></b>		<b><u>\$40,000</u></b>		<b><u>\$70,000</u></b>

#### **SECTION II. SEVERABILITY.**

If any section, subsection, sentence clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of the ordinance, which shall otherwise remain in full force and effect.

#### **SECTION III. REPEALER.**

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

#### **SECTION IV: EFFECTIVE DATE.**

This Ordinance shall take effect after final passage as provided by law.

First Reading and Set Hearing Date for O-26-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's Office.

DATE OF VOTE: January 21, 2026

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Nancy Tran, Municipal Clerk  
Borough of Highlands

Public Hearing for O-26-02:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Ordinance on file in the Municipal Clerk's office

DATE OF VOTE: February 4, 2026

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Carolyn Broullon, Mayor

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Nancy Tran, Municipal Clerk  
Borough of Highlands